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**Code of Corporate Ethics and Official
Conduct of VNIIM Employees**



Code of Corporate Ethics and Official Conduct of the D.I. Mendeleev Institute for Metrology

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Foreword

1. It is developed by the Contracts and Claim Sector.
2. It was put into effect by Order No. 76 of May 18, 2020.
3. It is developed in accordance with the provisions of the Constitution of the Russian Federation, the Labour Code of the Russian Federation, the Federal Law on Combating Corruption, and other regulatory legal acts of the Russian Federation.
4. It replaces STO SK 02-25-18 *Code of Corporate Ethics and Official Conduct of Personnel of the D.I. Mendeleev Institute for Metrology*, 1st Edition.

1 General Provisions

- 1.1. This Standard was developed in order to create general principles of corporate ethics and basic rules of official conduct to guide all personnel of the D.I. Mendeleev Institute of Metrology and its branches – the Affiliated Branch of the D.I. Mendeleev Institute for Metrology – UNIIM (hereinafter UNIIM) and the Affiliated Branch of the D.I. Mendeleev Institute for Metrology – VNIIR (hereinafter VNIIR) – regardless of their position.
- 1.2. The Code of Corporate Ethics and Official Conduct (hereinafter the Code) defines corporate values of the D.I. Mendeleev Institute of Metrology and is based on generally recognized moral principles and norms of Russian society and the State.
- 1.3. This Standard applies to the activities of VNIIM, VNIIR, and UNIIM (hereinafter the Enterprise) and defines uniform ethical norms and official conduct for each employee.
- 1.4. Each employee of the Enterprise must become familiarized with the Code provisions and comply with them in the course of their official duties.
- 1.5. Each employee of the Enterprise must take all necessary measures to comply with the Code provisions; each citizen of the Russian Federation is entitled to expect the Enterprise personnel to behave in compliance with the Code provisions.
- 1.6. The Code provides foundation for working relationships within the Enterprise based on generally recognized standards of morality.
- 1.7. The Code is designed to increase the efficiency of exercising official duties by the Enterprise personnel and to improve the quality of their work (services) to earn the customers' confidence. The personnel's expertise and compliance with the Code provisions is one of the criteria for assessing the quality of their professional activities and workplace discipline.

2 Normative References

References to the following documents are used in this Standard:

Constitution of the Russian Federation;



Labour Code of the Russian Federation;

Federal Law of the Russian Federation No. 273-FZ of December 25, 2008 *On Combating Corruption*;

STO SK 02-26-20 Anti-corruption Policy of the D.I. Mendeleev Institute for Metrology.

NOTE: When using this Standard, it is advisable to check the validity of reference standards against the corresponding index updated on January 1 of the current year, against the relevant reference index published in the current year, and – in case of QMS documents – against the ones placed on the internal website of the D.I. Mendeleev Institute for Metrology . If a reference document has been replaced or modified, the confirmity should be checked against the new (modified) document. If a reference document has been canceled without replacement, a note should be added specifying that the link to the cancelled document is not valid any more.

3 Corporate Values of the Enterprise

The Enterprise adheres to the following corporate values in its work:

- **teamwork, solidarity, mutual assistance:** the Enterprise is a team of like-minded people; we have common goals, we are stronger together and can achieve the set objectives; successes of the personnel are successes of the Enterprise,
- **mutual respect and trust in each other:** we must work together as a team and come to common terms with each other; success of the Enterprise depends on the mutual respect among its personnel; the Enterprise appreciates individual achievements of each employee and at the same time realizes the importance of teamwork to achieve common goals,
- **honesty and fairness:** the Enterprise personnel strive to be honest and fair to themselves, to each other, and to customers,
- **involvement in work:** it is important to the Enterprise that the personnel are not just satisfied with their work, but display activity beyond the scope of their work-related duties and are ready to make additional effort to achieve common goals,
- **responsibility:** the Enterprise personnel recognize and take personal responsibility for the quality of their work (services). The Enterprise employees recognize their personal responsibility for their mistakes.
- **competence:** the Enterprise values its personnel and seeks not only to satisfy their material needs, but to provide opportunities for professional growth and self-actualization,
- **reputation:** each employee values and maintains business reputation of the Enterprise and refrains from actions that can put it at risk; the Enterprise reputation is composed of the reputation of its personnel,
- **interests of customers:** the Enterprise strives not only to satisfy customer requests, but to exceed their expectations; knowledge of customer requests allows the Enterprise to always stay one step ahead and propose solutions corresponding to customers' expectations,



- **customers' trust:** the Enterprise seeks to maintain its most valuable asset – the confidence of its customers,
- **continuous improvement:** we are constantly looking for opportunities to improve our work; our identified weaknesses are opportunities to improve.

4 Main responsibilities, principles, and rules of official conduct of the Enterprise personnel

4.1. In accordance with Article 21 of the Labour Code of the Russian Federation, our employees must:

- conscientiously fulfill their official duties assigned to them by the Employment Contract,
- comply with the workplace policy,
- comply with the workplace discipline,
- comply with the established worktime standards,
- comply with health and safety requirements, fire safety requirements, and workplace safety requirements,
- take care of the employer's property (including third party's property held by the employer in case the employer is responsible for its safe-keeping) and each other property,
- promptly inform the employer or immediate superior of a situation involving a threat to life and health or to safety of the employer's property (including third party's property held by the employer in case the employer is responsible for its safe-keeping).

4.2. The personnel, recognizing their responsibility to citizens, society, and the State, are encouraged to:

- follow the corporate values of the Enterprise,
- act on the premise that recognition, provision, and protection of human and civil rights and freedoms define the thrust and the content of the Enterprise activities,
- comply with the Constitution of the Russian Federation, the legislation of the Russian Federation and of the constituent entities of the Russian Federation; prevent violation of laws and other regulatory legal acts under the pretext of political and/or economic expediency or for other reasons,
- ensure efficient operation of the Enterprise,
- carry out their activities within the scope and objectives of the Enterprise,
- when performing official duties, avoid giving preference to any professional or social groups and organizations, be independent of the influence of individual citizens, professional or social groups and organizations,
- exclude actions influenced by any personal, material (financial), and other interests that interfere with conscientious performance of their duties,



- comply with the principles of impartiality to prevent customer and third party influence on official activities,
 - comply with professional ethics and business conduct,
 - treat citizens and officials with civility and thoughtfulness,
 - practice tolerance and respect for traditions and customs of the peoples of Russia and other countries; recognize cultural characteristics of various ethnic and social groups and faiths; promote interethnic and interfaith understanding,
 - refrain from behavior that could raise doubts as to conscientious performance of one’s official duties and avoid conflicts that could damage their reputation or the Enterprise’s authority,
 - not use their official position to influence the activity of state bodies, local government bodies, organizations, officials, and citizens in resolving personal issues,
 - refrain from public statements, judgments, and evaluations regarding the activity of the Enterprise, the Head of the Enterprise, if it is not a part of their official duties,
 - comply with the rules established by the Enterprise for provision of official information and public speaking,
 - respect the activities of mass media on informing the public about the Enterprise’s work and assist in obtaining reliable information in the appropriate manner,
 - counteract corruption in the manner established by the legislation on combating corruption,
 - display integrity, impartiality and fairness in the performance of official duties, prevent corrupt intent (behavior that may be perceived as a promise/offer of a bribe, as an agreement to accept a bribe or as a request for a bribe, or as any other corruption intent).
- 4.3. The activities of the Enterprise and its personnel are based on the following principles of professional ethic:
- legality,
 - professionalism,
 - independence,
 - impartiality,
 - fair practices,
 - confidentiality,
 - justice,
 - responsibility,
 - objectivity,



–trust, respect, and kindness to colleagues.

4.4. With the purpose of combating corruption, the personnel must act as follows:

–notify the employer, prosecution authorities, and law enforcement bodies of any contact with the Enterprise’s employees with a view to implicating them in any corruption scheme,

–not to receive gratification from individuals and legal entities for performance of official duties (e.g. presents, monetary rewards, loans, material services, payments for entertainment, vacation, transport, etc.),

–take measures to prevent any cases or to resolve any cases of conflict of interest; take measures to prevent personal interest in the performance of official duties, which leads or may lead to a conflict of interest; to notify their immediate superior of a conflict of interest or a possibility of a conflict of interest as soon as they become aware of it.

4.5. An employee may process and forward official information with regard to regulations in force at the Enterprise adopted in accordance with the legislation of the Russian Federation.

4.6. An employee must take appropriate measures to ensure the security and confidentiality of information for the unauthorized disclosure for which they are responsible or (and) which became known to them in the performance of their official duties.

4.7. An employee holding organizational and administrative power should strive to serve as an example of professionalism and flawless reputation to other personnel, and contribute to staff morale at the Enterprise.

4.8. An employee holding organizational and administrative power must:

–take measures to prevent corruption, ensure that subordinated employees do not allow corrupt intent, and set an example of honesty, impartiality, and justice,

–prevent commercial, financial or other pressure that compromises impartiality,

–prevent coercion of personnel to participate in activities of political parties, public associations, and religious organizations,

–take measures, within their power, to prevent or resolve conflict of interest in case they become aware of an employee’s personal interest, which leads or may lead to a conflict of interest.

5 Ethical rules of official conduct for personnel

5.1. In their conduct, personnel must be guided by the Constitutional provisions stating that a person and his rights and freedoms are of the highest value, and every citizen is entitled to privacy, personal and family confidentiality, protection of honor, dignity, and reputation.

5.2. In their conduct, personnel should refrain from:



- any kind of statements and discriminatory acts on grounds of gender, age, race, nationality, language, citizenship, material or family status, religion origin, and political preferences,
- disrespect, dismissive tone, arrogance, prejudice, and unlawful or undeserved accusations,
- threats, offensive expressions or remarks, and actions negatively affecting normal communication or provoking illegal behavior,
- eating and smoking during official meetings, conversations or other official communication.

- 5.3. Personnel through their official conduct should facilitate the establishment of business relationships and productive collaboration in the team.
- 5.4. Personnel should maintain politeness, friendliness, correctness, attention, and tolerance in dealing with their colleagues and other people.
- 5.5. Appearance of an employee in performance of their official duties – depending on the work conditions – should promote respectful attitude of citizens towards the Enterprise, and to comply with the generally accepted business style characterized by restraint, tradition, and neatness, when appropriate.

6 Liability

- 6.1. Violation of the provisions of this Code by personnel is subject to moral condemnation at briefings (conferences, meetings); as provided for by the Federal Law, violation of the provisions of this Code by the personnel entails application of legal liability.
- 6.2. Complying with the provisions of this Code is taken into account in promotion, disciplinary action, and performance appraisal of the employees.
- 6.3. Violation of anti-corruption behavior rules entails internal investigation into the circumstances behind the corruption intent.
- 6.4. Depending on the severity of the offence, personnel are subject to disciplinary action or administrative, civil, or criminal liability in accordance with the legislation of the Russian Federation.
- 6.5. If an employee is unsure as to appropriate actions to follow in accordance with the provisions of this Code, advice (clarification) should sought from immediate superiors, or from the HR department, from the Legal Service of the Enterprise, or from the Anti-corruption Policy officials responsible for the implementation of STO SK 02-26.



Revision Record Sheet

NN	Numbers of revised pages, including:			Number and name of the document on which the revision is based	Revision date	Name of the person responsible for the revision record	Signature, date	Control
	revised	new	canceled					
1	2	3	4	5	6	7	8	9



Reference list

Position	Full name	Familiarization signature	Date of familiarization	Note